



**STATE OF TENNESSEE**  
**Department of Commerce and Insurance**  
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**MEMORANDUM**

**TO:** All Tennessee Licensed Land Surveyors

**FROM:** Members of the Tennessee Board of Examiners for Land Surveyors  
Members of the Continuing Education Advisory Committee

**DATE:** October 19, 2009

**RE:** **New Continuing Education Guidelines – EFFECTIVE IMMEDIATELY**

At the last board meeting, the members of the Tennessee Board of Examiners for Land Surveyors, along with the member of the Continuing Education Advisory Committee, voted to make the following changes to the continuing education guidelines. These changes are effective immediately.

1. Ratio of 1 PDH per 4 hours of online or video content.
2. Only 7.5 of the required 15 PDHs can be obtained through online or video courses.
3. The minimum length of any seminar shall be one hour. No credit should be given for a 15-minute or 30-minute seminar.
4. PDH applications will be DENIED for all “sales pitch” seminars.
5. PDH applications will be DENIED for company specific seminars.
6. PDH Application Form (CE Vendors Only)
  - a. The state and license number of the instructor has to be on the application. Instructors will not be limited to just registered land surveyors but could include any professional duty qualified to teach including, but not limited to, engineers, architects, attorneys, etc.

- b. All cities in Tennessee where the course will be taught within the next year must be shown on the application.
- c. The name of the meeting facilities where the course(s) will be taught within the next year must be included on the application.
- d. Courses will only be valid for two years from the day of approval. Reapplication will be required to reinstate the course.

The advisory committee will begin adhering to these guidelines immediately for all future continuing education. The criteria as it pertains to existing courses will not take place until January 1, 2010. In other words, if a video was approved for eight hours in July of 2008, it is still worth eight PDHs until December 31, 2009. After January 1, 2010, that same course will only be worth TWO PDH's (1 to 4 ratio). Also, as of January 1, 2010, any course approved before January 1, 2008, will roll off the approved course list.